



**State of California
Franchise Tax Board**

3567 BOOKLET

Installment Agreement Information

Who may qualify for an installment agreement:

You may be eligible to make monthly installment payments if you have a financial hardship. If we approve your installment agreement, we will require you to make your monthly payments through electronic funds transfer (EFT). EFT enables you to conveniently make payments to the Franchise Tax Board by an automatic transfer of funds from your bank account.

By requesting an installment agreement, you agree to:

- Make sure your installment payments are made in full and on time.
- File all future tax returns on time.
- Pay all future tax balances when they are due. You may need to adjust your W-4 or DE-4 with your employer to increase the taxes withheld from your pay. If you have income from other sources, you may need to make sufficient estimated tax payments.

If you do not meet each of these conditions, you will be in default of your installment agreement. We may cancel your agreement and begin collection action.

How to request an installment agreement:

- Complete the enclosed Installment Agreement Request form (FTB 3567BK).
- Mail it to: FRANCHISE TAX BOARD
PO BOX 942867
SACRAMENTO CA 94267-0001

DO NOT attach the Installment Agreement request form to your tax return.

If you have questions:

- Call us at (916) 845-4470. Our Interactive Voice Response (IVR) system allows you to get your account balance and other important information seven days a week, 24 hours a day. If the IVR system does not completely answer your questions, you may speak with a representative Monday through Friday, between 8 a.m. and 5 p.m.

The IVR system will give you the following choices:

- To hear your account balance, press 1.
- To order an Installment Agreement Request form (FTB 3567BK) or Power of Attorney form (FTB 3520), press 2.
- To hear general information about installment agreements, electronic funds transfer, missed or skipped payments, where to mail payments, or how to update your address, press 3.
- If we have cancelled your installment agreement or if you need to speak with a representative, press 4.
- To hear information regarding Earning Withholding Orders for Taxes, Orders to Withhold at your bank, or state tax liens, press 5.



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942867
SACRAMENTO CA 94267-0001

INSTALLMENT AGREEMENT REQUEST

Complete this form and mail it to the address shown above. Failure to provide complete information will prevent processing of your request. **DO NOT** attach this form to your tax return.

1 Your first name and middle initial	Last name	Social security number
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Spouse's first name and middle initial	Last name	Social security number
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Address (number, street, or post office box, and apartment number)
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City, State, and ZIP code. If a foreign address, include province, postal code, and full name of country.

2 Home telephone number ()	3 Work telephone number ()	4 Spouse's work telephone number ()
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Please attach a voided check here

5 Enter your total account balance for all years	
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6 Enter the amount you can pay each month. Interest and penalty charges will continue until you pay your balance	
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7 Enter the date of the month you want your bank to transfer funds to the Franchise Tax Board Please enter a date between the 1st and the 28th	
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8 Name and address of your bank
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9 Bank routing and transit number
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This is the number at the bottom left of your check. Your bank can tell you what your routing number is. Please attach a voided check to this request.

10 Checking or savings account number – This must be a regular checking or savings account	Please check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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I hereby authorize the Franchise Tax Board to initiate and process debit entries to the account identified above. This authorization will remain in effect until the balance is paid, the Franchise Tax Board cancels the installment agreement, or the Franchise Tax Board has received and processed written notification from me to stop the debit entries.

I request the amount in box 6 be debited from my account each month on the date specified in box 7. If this day falls on a Saturday, Sunday, or a holiday, the transfer is authorized for the next business day.

If the Franchise Tax Board cannot deduct the monthly payment from my account because of insufficient funds or because the account is closed, the Franchise Tax Board may cancel this installment agreement. The Franchise Tax Board will charge me a dishonored payment penalty and may charge me a collection fee. I will be responsible for any overdraft fees charged by my bank.

Your signature	Date	If a joint return, spouse's signature	Date
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If you have questions about your installment agreement, please call (916) 845-4470. Our Interactive Voice Response system is available seven days a week, 24 hours a day. Our representatives are available Monday through Friday 8 a.m. to 5 p.m. If you are hearing impaired, TDD services are available at (800) 822-6268.

Questions and Answers About Installment Agreements

Q. Why should I make my payments as large as possible?

A. You should make the largest monthly payment possible in order to limit the amount of interest you will have to pay. Penalties and interest will continue to accrue until your balance is paid in full.

Q. What happens if I have not filed all required tax returns?

A. We cannot approve your request for an installment agreement if all required tax returns are not filed.

Q. How can I be sure that enough money is withheld from my paycheck for current taxes?

A. Contact your employer for a W-4 or DE-4 form. Complete the worksheet to ensure that enough money is withheld from your paycheck.

Q. Why am I asked to make my monthly payments through electronic funds transfer (EFT)?

A. EFT is convenient to you, helps prevent installment agreement defaults, and saves processing costs.

Q. What happens if I have insufficient funds for the EFT deduction?

A. We will cancel your installment agreement if enough funds are not available in your bank account to cover your payment. In addition, we will add a dishonored payment penalty to your balance.

Q. My bank account is located in another state. Can I still make payments using EFT?

A. Yes.

Q. Will the Franchise Tax Board file a lien against me if my installment agreement is approved?

A. In most cases, we will not file a tax lien. If it is necessary to file a lien, we will notify you in advance.

Q. Once I send you my installment agreement request, how soon should I expect to hear from the Franchise Tax Board?

A. You should receive an acknowledgment letter from the Franchise Tax Board within 30 days.

Q. What will happen to my future state tax refunds?

A. We will apply any state tax refund from a future return to your balance. The refund will not replace your monthly payment.

Q. Where can I get help if I am having problems paying my debts?

A. Non-profit organizations such as Consumer Credit Counseling Service, offer free or low-cost financial counseling for debt problems.

**3567 BK
PLACE ADDRESS
LABEL HERE**